

MontCAS CRT Training Presentation 1

Test Preparation for System and School Test Coordinators

Prior to receiving materials

- Go to <http://opi.mt.gov/curriculum/MontCAS/>
- Familiarize yourself with the CRT and CRT-Alt section of the site, in particular the contents located in the Test Administration tab.
- Identify students who need to be registered for the CRT Alternate Assessment.
- Identify students who qualify to use test accommodations for the CRT test administration
- Order large print test booklets if needed
- Make sure your local student information is current and accurate and has been uploaded to AIM by January 30 for student label creation
- Plan training with all staff involved with test administration using appropriate OPI resources

Prior to receiving materials

Alternate Assessment Registration

- System Test Coordinators who have not already registered eligible students for the CRT - Alternate can do so January 2 – 15 using Measured Progress' iServices website. (see slide 7)

Large Print Ordering

- Large print test booklets can be ordered from Measured Progress' iServices website. (see slide 7)
- Note: pre-ordered large print test booklets will arrive with the test shipment shipped from Measured Progress on February 6. Large print test booklets can also be ordered as an additional material after your primary shipment arrives.

Prior to receiving materials

When identifying students for accommodations use please note the following,

Accommodations are available to all students on the basis of individual need, regardless of disability status. Decisions regarding accommodations should be made by the student's educational team on an individual basis, consistent with either previous accommodation decisions for the student or current educational needs.

Any accommodation(s) used during testing must be consistent with those used during the student's regular classroom instruction and assessment for at least three months prior to testing.

Standard accommodations are changes in the way a test is administered or responded to by the student who is being tested.

Nonstandard accommodations change what is being measured by the test and will result in the student being reported as a "Novice".

Prior to receiving materials

Accommodations continued:

Double starred (**) standard accommodations are intended for use with students identified as IEP/504/LEP. These accommodations must be listed in the student's IEP, 504 plan, or LEP plan.

- In unusual circumstances, approval may be requested for a general education student (not identified as IEP/504/LEP) to be administered the CRT with an accommodation keyed with **.
- **New this year:** For prospective cases in which the request is not related to a medical emergency, the guidelines below should be followed:
 - The accommodation has been in place and used regularly in classroom instruction for at least three consecutive months.
 - A team made the decision about the appropriateness of the accommodation for instruction and formalized assessments.
 - There are data to demonstrate the effectiveness of the accommodation for the student on formalized assessments.
 - The accommodation is used in the administration of ALL other formalized assessments such as MAPS, chapter tests, unit tests, and other tests administered to groups of students.

Contact Judy Snow, 406-444-3656 or jsnow@mt.gov, for additional information.

Instructions for the online process to request approval will be provided to System Test Coordinators in a separate document.

Important Resources and References

The OPI Website

<http://www.opi.mt.gov>

- Select "Curriculum and Assessment"
- Select "CRT & CRT - Alt"
- The following manuals can be accessed and downloaded
 - *Guidelines and Procedures for Test Security*
 - *Accommodations Manual*
 - *CRT Test Coordinators Manual*
 - *CRT Test Administration Manual*
 - *Checklist for MontCAS Quality Assurance*
 - *Registering Students for the CRT-Alternate Assessment*
 - *CRT-Alternate Administration Manual*
 - *Global Test Taking Tips*

Important Resources and References

Measured Progress' iServices website

To access iServices go to <http://iServices.MeasuredProgress.org>

- Select "Montana" or "Montana Alternate" from the drop down menu
- Select a service:
 - Registration for upcoming CRT and CRT-Alternate test development meetings
 - CRT Alternate Registration
 - Order Large Print Test Booklets
 - Access the online reporting system (MARS)
 - Download additional forms and manuals
 - Order additional testing material
 - Request a UPS pickup for the return of your testing material
 - Online Test Security Agreement

Test Security

Test coordinators and administrators are prohibited from disclosing the contents of CRT assessments. All test questions are secure. Under no circumstances should Test Booklets or marked Answer Booklets be reviewed, circulated, duplicated, or discussed. The only exception is for the administrator who needs to read to the student who is taking the test with a modality accommodation.

Any concern about a breach of test security or noncompliance with test administration procedures must be reported immediately to the principal, System Test Coordinator, and State Assessment Director.

All System Test Coordinators and school principals should be familiar with OPI Guidelines and Procedures for Test Security provided by OPI. This OPI publication outlines reporting procedures for testing irregularities, as well as a sample of the online reporting form. The form must be completed and submitted to OPI within five days of the incident. More information on test security can be found on the OPI Web site.

All System Test Coordinators and school principals/authorized representatives must each complete an online test security agreement after testing. The agreements will be online at the Web address: <http://iServices.measuredprogress.org>.

Important Contacts

For information regarding the CRT and CRT-Alternate programs, assessment policy issues, test security, and accommodation usage, contact:

Judy Snow, Montana State Assessment Director, Office of Public Instruction
Phone: (406) 444-3656
E-mail: jsnow@mt.gov

For general information regarding the CRT and CRT - Alternate shipping and receiving, ordering additional materials, Montana Assessment Reporting system (MARS), and upcoming Measured Progress sponsored events contact:

Measured Progress Montana Service Center
Nancy Hall – (888) 792-2741
E-mail: hall.nancy@measuredprogress.org

Important Dates*

December 19, 2012

- Test coordinator's and administration manuals are posted online.

February 4, 2013

- System Test coordinators can download CRT-Alternate test booklets

February 14, 2013

- Test Materials will begin to arrive at system offices via UPS delivery

February 19 – March 26, 2013

- CRT – Alternate test window

March 4 – March 26, 2013

- CRT test window

Monday, March 11, 2013

- Reminder: is the first day of Day Light Savings time. Some schools may choose not to test on this day.

March 28, 2013

- Last day to ship return materials

April 2, 2013

- Used Answer Booklets must be received at Measured Progress

Note: Used Answer Booklets received after this date could delay the reporting of all results or impact individual district or school AYP results.

(*See page 3 of the Test Coordinators Manual)

MontCAS CRT Training Presentation 2

Receipt and Distribution of CRT Test material from
Measured Progress

Receiving Test Materials

Materials will be shipped on Feb 8, 2013

- All material is shipped to system offices.
 - The System Test Coordinator should be notified immediately upon receipt of test material.
- Materials are packed by school and by grade.
- Test materials quantities determined by enrollment plus a small overage
- CRT-Alternate Materials will be included in this shipment
 - To receive CRT-Alternate materials students must have been registered on MP registration site during the Fall/Winter registration windows.

UPS and should deliver boxes to system offices on or after February 14, 2013

- If you do not receive all your expected material by February 19, 2013 contact the Measured Progress Service Center

(For more information see page 4 of the Test Coordinators Manual)

Test Materials

Boxes of test materials for each school and grade in a system contain:

1. Memo
2. Materials Summary
3. Student labels – sorted by grade, teacher, student
4. Form for unused barcode labels
5. CRT Test Coordinators Manual (TCM)
 - 1 manual for each school packed with the lowest grades materials
6. Test Administrators Manuals (TAM)
 - 1 per grade for each school, plus 1 for every 20 students enrolled
7. Special Handling Envelope
8. UPS ground label for returning test booklets and CRT-Alternate materials
9. "For Return of Used Answer Documents" envelope(s)
10. Flat box with pre-affixed UPS 2Day RS label for returning used Answer Booklets
11. Test booklets (large print & Braille)
12. Answer Booklets
13. CRT-Alternate Return Materials:
 - White plastic envelopes 1 per student, checklist, survey and return instructions
14. CRT-Alternate Test Material Kits:
 - Grade-specific accordion folders with test materials
 - 1 per school, or use old kits from previous years

System Inventory

System offices will receive material boxes for all schools within that system

- Ensure that materials for all school and grade combinations expected to test have been received
- Distribute boxes to schools

Box Inventory

Box Inventory

- Open boxes and inventory contents immediately
- Verify that the quantities you received match the quantities listed on the Material Summary Form.
 - Count your test booklets, the count should match the quantity listed the on the Materials Summary Form, record this number for reference when preparing to return test booklets after testing.

If you find a discrepancy contact Measured Progress immediately

Test Booklets

- Under no circumstances should test booklets or marked Answer Booklets be reviewed, circulated, duplicated, or discussed. The only exception is for the administrator who needs to read to the student who is taking the test with a modality accommodation.
- Test booklets are secure material, this means that they are confidential as noted above and that all test booklets received by a system/school must be returned to Measured Progress.
- If a test booklet is damaged or destroyed for any reason, document the booklet number and notify OPI and Measured Progress

- Additional Materials may only be ordered if you have already received a shipment.
- To order materials you will need the schools **MP Ship Code**. This code may be found on the Material Summary Form. (see example on next slide)
- Additional CRT test booklets and Answer Booklets, may be ordered via iServices from the day you receive your material until March 22.
- Additional Alternate materials can only be ordered by calling or emailing Tim Greenlaw at Measured Progress
- Additional large print test booklets are ordered as an additional material on the iServices page, orders received after March 10 will not be processed.
- Additional shipping materials may be ordered until March 29.
- Additional manuals and forms can be downloaded from the OPI website or the iServices website

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Test Preparation
Student Labels
Answer Booklet Coding



Student Labels and Label usage

Label Data was extracted from AIM. All students enrolled at your school in AIM on January 30, 2013 should have a label.

- A student label is valid when the state student ID matches the student being tested regardless of the accuracy of the other information on the label. All demographic or label data errors should be reported to the AIM staff at OPI immediately.
- If you did not receive a label for a student you must bubble Boxes A, B, D & E on page 1 of the Answer Booklet
- Teacher information was also included in the AIM extract. If a teacher name was included in the AIM "sortby" field this will be printed on the label
- The CRT AIM count date is March 12. Enrollment and participation updates need to be completed in AIM by March 22. corrections to data may continue to be updated until April 26. Keeping your AIM data correct and up to date will ensure the accurate reporting of participation and assessment results*

* Reporting errors that are identified as the result of improper coding in AIM or on the Student Answer Booklet will not be rectified in MARS. Any errors identified as the result of improper handling by Measured Progress will be fixed and results will be re-posted on MARS

Student Labels

Example of Students Barcode Label

Student Last, First M	Dis-Sch Code
Teacher: Teachers Name	Grade: 04
	
1234567890	
School Name	SSID: 1234-567-890

Unused Barcode Label form

- One form will be included in each school/grade shipment (this form may be copied or downloaded)
- This form is used to identify those students who you received a barcode label you did not use for any reason
- The form is school specific but not grade specific, thus multiple grades can be included on one form (in some cases only one form may be needed per school)
- Return the form (loose) in any grades "Used Answer Document" box.

Student Answer Booklets

- Grade 3 CRT
 - Combined Test Booklet/Answer Booklet
 - Student record answers in the test booklet
- Grade 3 Alternate separate Answer Booklet
- Grade 4-8 & 10
 - Separate from Test Booklet
 - CRT-Alt included
- Use of markers and highlighters
 - Encouraged as long as the area to be bubbled is left unmarked
- Page 1 bubbling
 - Label vs. no label
 - Grade 4-8 & 10 Test Booklet Form Number

Michigan Comprehensive Assessment System (MCAS/CAR)
CRT and CRT-Alt Answer Booklets 2013

ALL required information in Boxes A-F must be bubbled. If there is no student ID label:

If you did not receive a label for a student or it was damaged, boxes A, B, D & E must be bubbled.

Required for all grades 4-8 & 10
Printed on the cover of each test booklet is a form number (1-4.)
The test booklet form that a student tests with must be bubbled here in Box F.

Since grade 3 has an integrated test booklet and the form number is already printed on it

Affix Student Label here

measured progress

Student Answer Booklets

- Page 2 bubbling
 - Section 1
 - Student not enrolled (i.e. homeschooled)
 - Student enrolled less than 180 hours and taking a reading or mathematics course
 - First Year LEP bubble
 - Section 2
 - Accommodations (for more information see page 14 of the TCM and OPI's Accommodations Manual or The OPI Guidelines for Accommodations)
 - CRT-Alternate students should not have any accommodations bubbled
 - Section 3
 - Must be completed by the test coordinator for participating private and non-accredited schools

Complete appropriate sections of this page after you complete:

Section 1: Research your public website and provide answers according to the Arizona Board of Public Education's 2016 COMPLIANCE and 2016 TEST ADMINISTRATION.

A. Research your website and respond to questions as stated.

1. **Website:** http://www.azdhs.gov

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Transferring Scores

Large Print and Braille

- Students taking the CRT in the large print or Braille format may mark their responses in the actual test booklets. If this was done the test administrator must transfer the student's responses from the Test Booklet to the student's Answer Booklet if the student is to receive a score.

Transferring Scores

For students who took the CRT-Alternate, scores must be transferred from the Test Booklet to the Answer Booklet

- Also, the yellow teacher questionnaire should be bubbled in the state use only in the section of the answer booklet.

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MontCAS CRT Training Presentation 5

Test Administration

Test Security

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All System Test Coordinators and school principals should be familiar with *OPI Guidelines and Procedures for Test Security* provided by OPI.

This OPI publication outlines reporting procedures for testing irregularities, as well as a sample of the online reporting form. The form must be completed and submitted to OPI within five days of the incident. More information on test security can be accessed on the OPI Web site.
<http://opi.mt.gov/curriculum/MoniCAS/>

Test Administration Manual

The Test Administration Manual (TAM) should be read by all staff involved with administering the CRT.

Important topics include:

- Instructions for Test Administrators. (TAM p.9)
- The manual contains "scripts" that should be read to all students before all test sessions. (TAM p.10)
 - Use of the test "script" helps insure a uniform test taking experience for all Montana students.
 - Test Security
 - Suggested Testing times (TAM, Appendix A)
 - Rules for calculator usage (TAM, Appendix B)
 - Accommodations usage (TAM, Appendix C)

MontCAS CRT Training Presentation 6

Post Test and Returning Materials to Measured Progress

Post Administration

- After Testing
- Collect materials and verify that you have an answer booklet for each student tested
- Inventory Test Booklets
 - OPI requires that all test booklets be returned to Measured Progress
- Make sure that the answers for students who used a large print test booklet have been bubbled into the Answer Booklet that was included with it
- Verify that each Student Answer Booklet has a barcode label or has the appropriate name and Student ID bubbled on page 1
- Check page 2 for appropriate coding
- Complete online test security agreement

Test Security Agreement

- The test security Agreement is now online at
 - services.measuredprogress.org
 - Select the system and your role
 - Enter the requested information
 - Note the link to the documentation

Montana CRT - Test Security Agreement

Select your system:

Define:

Select one role to verify the system:

System Test Coordinator System Test Administrator System Test Observer

Montana CRT - System Test Coordinator Test Security Agreement

Show the information below. The request form will be sent only to you.

System Role: System Role System Role System Role

I am a system administrator I am a system administrator

Sign

Test Security Agreement Cont.

- A confirmation page will show all entered information
- Be sure to click confirm to complete the process



Packing Instructions

(see page 15-17 of TCM for more detailed instructions)

Used Answer Booklets are to be returned in the boxes labeled "For the Return of Used Answer Documents." Boxes must be shipped to Measured Progress no later than March 28, 2013. Boxes should include:

- Grade specific "For Return of Used Student Answer Documents" envelopes containing used answer booklets
- "Special Handling" envelopes (if necessary)
- Completed Voided or Unused Barcode Label Form (if necessary)

Used Answer Booklets must be received by Measured Progress on April 2 to insure on time release of test results

Packing Instructions for the CRT Test Booklets and Unused Materials for return to Measured Progress

(see page 15-17 of TCM for more detailed instructions)

- Test Booklets
- Put all test booklets and unused materials into the boxes, seal and apply the UPS ground labels that you received in the initial shipment
- March 29, 2013 is the deadline to ship booklets and unused materials (including Answer Booklets): CRT Test Booklets and unused Answer Booklets are to be kept secure, inventoried, and accounted for prior to returning them to Measured Progress. Any missing booklets are considered a security breach and will be treated as a serious testing irregularity and could impact AYP results.

Packing Instructions for CRT-Alternate Test Material for return to Measured Progress

(see page 15-16 of TCM for more detailed instructions)

Materials should be packaged separately in the white plastic envelopes (one for each student) marked "For Return of CRT-Alternate test Materials." The envelope should contain:

- Used or unused student answer booklet
- CRT-Alternate Test Booklet
- Teacher Recording Evidence Form (in the Test Booklet)
- Materials Replacement form (if necessary)

Return completed CRT-Alternate Assessment envelopes to your system test coordinator for shipment to Measured Progress.

The accordion file material kits should be retained in a secure location at the system office for future CRT-Alternate test administrations.

Returning Test Materials to Measured Progress

It is never too early to return materials!

Two shipping methods for materials

- **UPS 2nd Day Air – Used CRT Student Answer Booklets**
 - Label is pre-affixed to the grade specific "For Return of Used Answer Document" boxes
- **UPS Ground – Used and unused CRT Test Booklets, unused CRT material and CRT-Alternate Return Envelopes**
 - Ground labels were included with testing material. Please remove the original shipping label and place the UPS Return Service label on the original shipping containers
 - A CRT-Alternate return envelope was provided for each student registered for the alternate assessment

Return to Measured Progress via UPS

Primary ways to arrange a UPS pick-up:

- Option 1 – use iServices to arrange next day pick-up
- Option 2 – Call UPS directly to arrange a pick-up
- Option 3 – give pre-labeled boxes to any UPS driver

Reporting

•Montana Analysis and Reporting System (MARS)

- Assessment results will be reported by noon on June 4, 2013.
- Access MARS via the iServices website
 - <http://iservices.measuredprogress.org>

•Passwords will remain the same

- Password information may only be obtained from OPI
- New password requests are to be through OPI

•Parent letters and labels will be shipped the first week of September

•PDF files of the parent letters will be posted on the reporting section of MARS
